

Community Preservation Committee
Meeting Minutes
June 29, 2016
7:30 pm

In attendance were:

Andrew Bengtson
Leslie Mayer
JoAnn Robinson
Clarissa Rowe
Charles Tirone
Eric Helmuth
Richard Murray
Mike Cayer
David Levy

Chair Clarissa Rowe called the meeting to order at 7:03 pm.

1. **Committee leadership elections:** Clarissa Rowe and Eric Helmuth were reappointed to Chair and Vice-Chair, respectively, by a unanimous vote on a motion by Richard Murray.
2. **Grant agreements for FY2017 projects appropriated in May by Annual Town Meeting:**
 - a. Clarissa Rowe noted that Doug Heim has prepared two grant agreement drafts for our review. Richard Murray agreed to deliver the draft agreement to Arlington Housing Authority for review. David Levy agreed to review and deliver the Housing Corporation of Arlington agreement. The Chair reported that work is underway with Town Counsel and attorney Kevin Batt for grant agreements for the other projects.
 - b. Discussion ensued about the role of the Committee signing as grantor instead of the Town Manager, with consensus emerging that in most cases it will be this committee. The committee also discussed various proposed revisions to the two draft grant agreements.
 - c. **VOTE:** Mike Cayer moved to approve the forms of agreement as amended with such changes deemed necessary by the Chair, and to authorize the Chair or Town Manager to sign them. The motion carried on a unanimous vote.
3. **CPAC Staffing** – The Chair presented a budget and a description of CPA related duties for the new hires for Assistant Town Manager and Management Analyst, both positions in the Town Manager’s office.

VOTE: Mike Cayer moved to approve the CPA staffing budget as presented to the committee. The motion carried on a unanimous vote.
4. **Committee administrative expenses tracking:** The Chair designated Eric Helmuth to track and report on expenses from the administrative expenses budget appropriated to the committee by

Town Meeting.

5. **CPA Project signage.** Several members stated support for on-site signage indicating CPA funding support during project periods. The committee briefly discussed options and considerations for timing and size, and agreed to take up the discussion at a later meeting.
6. **Discussion: Lessons learned from last year.** The Chair asked committee members for their feedback on the first year of CPAC operation. Feedback highlights that received consensus support:
 - a. Should add a letter of intent / pre-application process. Sept. 30 date is a good target date for the phase 1 application deadline.
 - b. Refine our process for working with Capital Planning, FinCom and ARB.
ACTION ITEM: Clarissa will ask them how they want to work with us this year.
 - c. Public meetings we hold should have:
 - i. More publicity ideas: ACMi slides; Arlington Advocate;
 - ii. The meeting(s) need more public participation about the CPA plan and priorities, not just information about the application process and questions about individual applications.
7. **Jason Russell House application amendment - presentation from George Parsons from Arlington Historical Society:**
 - a. History: FY2017 CPA funding was delayed (not voted on in spring Town Meeting) because there was no legal framework for a grant from the Town. They have resolved this. They now have a historic preservation restriction, which includes insurance assignment providing that the Town will be reimbursed if there is damage. They have secured a legal opinion that Town procurement regulations do not apply in this case.
 - b. The original CPA proposal: gutters, repointing chimney's loose bricks; repaint foundation wall on north wall; architectural engineering study. Because gutters are an emergency they are moving to pay for that out of reserves to get it done now.
 - c. They received a \$15,000 MPPH matching funds grant to fund half the architectural study; because of CPA delay they are taking a loan against their own trust fund to match the \$15,000 in the grant and get this study done because of the urgency. **ACTION ITEM:** George and Clarissa will ask attorney Kevin Batt for an opinion about the legality of reimbursing that money with CPA funds.
 - d. They are proposing replacement projects for the gutter portion of their original application: (1) Landscape restoration – for historic accuracy (restoring to how it was in the time of Jason Russell) and also to increase public safety for visitors. Working with a preservation architect to oversee that the stones are historically correct. (2) Also want to do drywall restoration work from water damage. (3) Electrical work – exterior and interior lighting. Question: is the lighting an eligible CPA expense? **ACTION ITEM:** Clarissa will research this question.
 - e. Cost revision: \$51,099 total project, asking for \$36,099 from CPA.
 - f. Clarissa Rowe informed the committee that if there is a special Town Meeting this fall, we may be able to propose this project and possibly the other deferred FY2017 project (Old Schwamb Mill) for approval at that time.
8. **Item 10: Status of CPA revenues**

- a. Clarissa: Projections for collections have been right on target based on monthly reports to the committee from Michael Morse of the Treasurer's Office.
 - b. Clarissa: Because of the anticipated state budget shortfall, uncertainty remains about the extra \$10m in the state budget that would increase the FY2017 state match.
- 9. Next meetings:** - Agreed to schedule a mid-August meeting to prepare for the Sept. 30 deadline and plan an information meeting.

VOTE TO ADJOURN: The committee unanimously voted to adjourn at 8:37 pm on a motion by Richard Murray.

RESPECTFULLY SUBMITTED:

Eric Helmuth
Vice Chair